

Pre-Bid Conference Agenda

October 24, 2017 at 10:00 a.m.

Location: Onslow County Courthouse Expansion Courtroom Built-in
109 Old Bridge Street
Jacksonville, NC 28540

Owner: Onslow County Government
234 NW Corridor Blvd
Jacksonville, NC 28540

Architect: Smith Sinnett Architecture, P.A.
4600 Lake Boone Trail, Suite 205
Raleigh, NC 27607
Phone: (919) 781-8582
Fax: (919) 781-3979

Jamey Glueck, AIA - Project Architect

On behalf of the Owner and Smith Sinnett Architecture, we would like to thank you for your interest and attendance at this Pre-Bid Conference.

I Bid:

Sealed Bids from Single Prime Contractors will be received and publicly opened at:

2:00 p.m. on Thursday November 2, 2017
in the Onslow County Government Center
234 NW Corridor Blvd. (Room 111)
Jacksonville, NC 28540

II Bid Day Documents: Refer to Specifications

1. Proposal Form
2. Bid Bond (5%) or Certified Check. Use the form provided in the specifications
3. Minority Business Participation Form and/or Affidavit
 - a. Identification of HUB Certified / Minority Business Participation Form Required.
 - i. Name on Form must be the exact name as provided to the NC Office for HUB
 - b. Affidavit A or Affidavit B
3. Bid envelope should be sealed with the following information listed on the outside of the envelope.
 - a. Bidder's Name and Address
 - b. North Carolina Contractor's License Number
 - c. Name of Project
6. If awarded the contract, the Bidder must provide and executed Performance and Payment Bond for 100% of the Contract by a company licensed in North Carolina. Certificates of Insurance meeting the requirements indicated in the specifications will also be required.
7. Refer to the bidders checklist in the proposal form for required documentation to be enclosed in the sealed bid proposal envelope.
8. Any bids that have qualifying notes or comments will be rejected.

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III Bid Opening:

1. For mailed bids:
 - a. It's the contractor's responsibility to ensure the bid arrives prior to the bid opening time. If you wish to send your bid via US Mail, FedEx or UPS, please allow several days for delivery since the bid must be received (NOT postmarked) by the date and time stated in the solicitation.
 - b. Place the bid in a double envelope with "Sealed Bid Do Not Open" written on the envelope.
 - c. Sealed envelope will be held and unsealed at the bid opening time.
 - d. Project Name must be clearly marked on the outside of the sealed envelope.

IV Schedule:

1. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.
3. Supplementary General Conditions:
 - a. Date of substantial completion: **30 consecutive calendar days** from the date of commencement anticipated to be on or about 3-12-2018.

V Liquidated Damages:

1. Supplementary General Conditions:
 - a. **\$750.00 each calendar day** in excess of the stated completion time.

VI Examination of Bid Documents:

1. All Bidders are expected to fully examine and familiarize themselves with the Drawings, Specifications and Existing Conditions. All Bidders should read the scopes of the bid package. Any questions or clarifications should be directed to the Architect. No allowances will be made after the bids are received for any oversight due to failure to examine the documents.

VII Substitutions:

1. Substitutions or approvals of "Equals" will only be accepted if approved by the Architect in writing at least 10 days prior to the receipt of bids.

VIII Technical Questions:

1. Technical questions shall be submitted to Architect as soon as possible by email or phone.
jglueck@smithsinnett.com
(919) 781-8582
2. Last day for Questions will be Thursday October 26th at 5pm.
The Last Addendum will be issued Friday October 27th at 5pm.

IX Construction Documents:

1. Construction Documents may be ordered from:
Smith Sinnett Architecture
4600 Lake Boone Trail, Suite 205
Raleigh, NC 27607
919-781-8582
2. Electronic Copies of the Plans and Specifications are available upon request and with a completed Plan Request Form found at www.smithsinnett.com under the Documents Tab.

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- X Addenda:
1. Addenda will be emailed to everyone on the Architect's plan holders list that has requested access to the Construction Documents
 2. Addenda can also be downloaded from: www.smithsinnett.com under the Documents Tab.
 3. An addenda will be issued to address any questions raised today.
 4. All Addendums will be issued by email. Verify that email security will allow emails from jglueck@smithsinnett.com.
- XI Bidders List:
1. Bidders List can be downloaded from www.smithsinnett.com under the Documents Tab.
- XII Architect's Description of the project:
1. Base Bid – General Scope
 2. Allowances:
 - a. General Contingency Allowance A-1: \$50,000.00